The Pacific Islands Climate Change Cooperative

FY 2014 Funding Guidance

Contents

Overview

Federal Agency Name: US Fish and Wildlife Service in support of the Pacific Islands Climate Change Cooperative (PICCC).

Funding Opportunity Title: PICCC FY14 Funding Guidance

Catalog of Federal Domestic Assistance (CFDA) Number: US Fish and Wildlife Service, Cooperative Landscape Conservation, No. **15.669.**

Dates: The deadline for submissions of Statements of Interest is July 3, 2013 by 5 p.m. Hawaii Standard Time. If you do not have the capability to submit electronically, please contact PICCC Science Coordinator, Jeff Burgett (jeff.Burgett@piccc.net, (808) 687-6149) for information on how you may apply under this announcement.

Funding Opportunity Description: A total estimated amount of up to $250,000 for 2-3 projects that support priorities of the PICCC may be awarded. Maximum award amount is $150,000. This funding opportunity is subject to the availability of funds.

Proposals must address one of the Science Priorities identified in Section I. Proposals may also be solicited from a specific agency or organization with proprietary or jurisdictional rights or unique expertise.

Who may apply: There are no restrictions on applicants for this announcement.

How to submit: See Section IV for information on how to apply.

I. Funding Opportunity Description.

Under this FY14 PICCC Funding Guidance, the US Fish and Wildlife Service Pacific Region (FWS R1) is requesting applications for projects that address science priorities identified by the PICCC.

The Pacific Islands Climate Change Cooperative (PICCC) is a self-directed, non-regulatory conservation alliance whose purpose is to assist those who manage native species, island ecosystems and key cultural resources in adapting their management to climate change for the continuing benefit of the people of the Pacific Islands. As a member of a nation-wide network of Landscape Conservation Cooperatives, the PICCC supports projects that provide critical scientific information needed by its members. Funding for science projects is provided through the US Fish and Wildlife Service, Pacific Region. See http://www.piccc.net for a map of the PICCC geographic area and a description of the PICCC and its research and management goals. Science activities of the PICCC are developed under the PICCC Integrated Science Framework (ISF). A synopsis of the ISF is available at http://www.piccc.net.

Organizations and agencies responsible for the preservation or conservation of cultural and natural resources in Hawai'i and the U.S-affiliated Pacific Islands are faced with multiple challenges. The looming impacts of global anthropogenic climate change (and related phenomena such as ocean acidification), combined with ongoing threats manifested at a more local level, pose a substantial risk to these resources throughout the remainder of the century and beyond. Successfully adapting to climate change requires managers to adjust their strategies based on existing and new information, and to implement appropriate and effective actions. Challenges to adaptation include:

- inadequate knowledge of the ecological effects of climate change
- lack of climate literacy among stakeholders and decision-makers
- limited communication between researchers and managers
- little integration of non-Western knowledge and practices into management and monitoring
- few examples of the successful application of climate science to conservation planning.

For FY2014, the PICCC seeks to address these challenges by providing science grant funding to cultural and/or natural resource management organizations, agencies, and researchers to assist development of adaptation plans or actions. Of the climate change threats that are of concern to cultural and natural resource managers in Hawai'i and the U.S.-affiliated Pacific Islands, the PICCC has identified two to be the focus of this solicitation: 1) the effects of sea level rise and 2) changes in precipitation patterns and extremes (e.g., drought, flooding).

The PICCC is interested in funding projects that explicitly link science with management decisions as well as projects that integrate different knowledge systems or approaches. Projects are solicited that involve the conduct of new research, interpretation of existing science information, or the application of relevant science regarding the effects of sea level rise or precipitation variability on the resources or ecosystem processes that are of demonstrated high concern to managers. Results of projects should assist managers in developing or implementing climate change adaptation measures. These projects should be developed by collaborative teams that include management organizations or agencies and scientific researchers, and which may also include traditional knowledge holders or practitioners (with their prior and informed consent and respectful treatment of the data collected), and/or community groups or networks.

Sea Level Rise Projects:

Sea level rise is accelerating globally, but varies significantly across the region and also on short time scales that will impose variability on the long-term projected trend. Rising seas will exacerbate many current coastal management problems, as well as cause impacts to ecosystems, cultural resources, and infrastructure never before seen.

Projects addressing the effects of sea level rise may consider time scales of days (storms, mesoscale eddies) and years (ENSO, PDO), in addition to the long-term effects of climate change on sea level. Such projects may include, for example, assessments of vulnerabilities, development/testing of resilience options, projections of effects on cultural practices or ecological patterns, or interactions of sea level rise with other ecological or social stressors.

Precipitation Projects:

Current trends in precipitation across the region are consistent with projections of global models, but those projections vary considerably among models. Even more than sea level, high variability at multiple time scales is characteristic of precipitation. Additionally, the microclimates of high islands may be impacted differently by climate change. For example, high-resolution downscaling of climate models for the Hawaiian Islands suggests severe future declines in rainfall may occur in currently dry areas, with little change or potential increases in rainfall over currently wet areas.

Projects addressing the effects of precipitation variability and drought may include, for example, compilation of historical data, investigation of effects on ecological patterns, competitive interactions, or disturbance such as fire and disease, effects on native and non-native species or cultural practices, or impacts to aquatic and coastal systems.

Several relevant resources are available or soon will be available from the PICCC, and a list of these can be found at https://docs.google.com/file/d/0B06cyVe4XUl5V3M5Mk5wT2dxcEk/edit?usp=sharing and on the PICCC website. These include unpublished downscaled climate projections for the

Hawaiian Islands, climatologies and time series of sea surface height, winds, and waves, and a vulnerability analysis of native Hawaiian plant species, which includes models of future distributions under one climate scenario.

Proposals will be evaluated using criteria as described in Section V. FWS R1 reserves the right to make no awards under this announcement. Division of available funds among the priority areas is not explicit; the final amount awarded under each priority is at the discretion of FWS R1.

II. Award Information

A total estimated amount of up to $250,000, divided among 2-3 projects may be awarded under this announcement. Maximum award amount is $150,000. The financial assistance instrument may be a grant, cooperative agreement, or interagency agreement.

Anticipated Start and End Dates. Projects selected for funding may begin no earlier than October, 2013, and no later than April, 2014. Maximum duration of projects is 2 years.

Partial Funding. FWS R1 reserves the right to offer partial funding to projects by funding discrete activities, portions, or phases of the proposed project. If a decision is made to partially fund the proposed project, it will be done in a manner that does not prejudice any applicants or affect the basis upon which the proposed project, or portion thereof, was evaluated and selected, and that maintains the integrity of the competition and the selection/evaluation process.

III. Eligibility and Matching

Applicant Eligibility. There are no restrictions on applicants for this announcement.

Eligible Activities. Assistance is available for science and information projects informing or directly affecting conservation delivery in the Pacific Islands region served by the PICCC.

The Catalog of Federal Domestic Assistance identifies this assistance as: US Fish and Wildlife Service, Project Grants, No. **15.669**.

Ineligible Activities. Under this announcement, the following will not be funded: "construction grant" projects; land acquisition; or projects the principal purpose for which is general operating support.

Match. A match is not required, but may increase the cost-effectiveness of projects, which is one of the criteria in Section V which will be considered by reviewers during evaluations. Applicants may use their own funds, in-kind or other resources for a voluntary match or cost share. Only eligible and allowable costs, as defined under the

applicable regulation (OMB Circular A-102 or 2 CFR Part 215) may be used for matches or cost shares.

IV. Application Process and Timeline

1. Submit a Statement of Interest. All parties interested in responding to this solicitation must first submit a Statement of Interest (SOI). An SOI application template is available in **Appendix A**. Failure to follow the template guidelines may result in an SOI being removed from consideration. An acknowledgment of receipt will be sent to the applicant within five business days.

2. Evaluation of Statements of Interest. SOIs will be reviewed by a panel convened by the PICCC. Applicants may be contacted to provide additional or clarifying information. SOIs will be considered according to the criteria detailed in Section V. Applicants will also be evaluated based on past performance on projects funded by the Department of the Interior. Individuals or institutions with problems in timely or effective completion of projects will be eliminated from further consideration until the issues are addressed to the satisfaction of the PICCC.

3. Request for Full Proposal. Selected applicants will be invited to develop full proposals. Proposals will not be accepted from investigators other than those invited as part of this process. Proposal format information is found in **Appendix B**. Proposals will be evaluated using the criteria detailed in Section V. The PICCC Science Coordinator reserves the right to contact applicants for clarification of technical elements of a proposal. Neither an invitation to submit a full proposal, nor a contact from the Science Coordinator concerning proposal details necessarily mean that the project will be funded. All projects must comply with PICCC requirements regarding data management, as specified in the PICCC Data Management Policy available on the PICCC website.

4. Proposal Review and Selection Process: Project proposals will be evaluated as follows:

- Submissions will be screened upon receipt for eligibility and for conformance to the announcement provisions.
- Screened proposals will be reviewed against the criteria by a panel of individuals with relevant technical expertise. Confidential information will be restricted to these reviewers, and they will be bound by confidentiality assurances. Further reviewers will follow standard conflict of interest approaches and will be excused from ranking proposals with which they are associated.
- Reviewer rankings and comments will be provided to the PICCC Science Coordinator. The Science Coordinator will develop a final list of candidate projects, based on the review rankings, modified as appropriate to ensure an overall portfolio of science activities at the PICCC that is balanced with respect to the following: geographic distribution, project cost and duration, applicant type, subject matter and focus, and complementarity to ongoing work by other regional research entities.

- The PICCC Science Coordinator will request endorsement of the ranked projects by the PICCC Steering Committee, and if warranted, consult with the applicants regarding proposal revision to satisfy concerns raised. The endorsed list of ranked projects will be forwarded to FWS R1 for evaluation and final selection.
- Applicants will be notified of FWS intent to award. This is an informal notification, provided to applicants as a courtesy. Final awards are contingent upon all appropriate legal and administrative reviews and processing. Final discretion on funding decisions for specific projects remains with the FWS R1 Assistant Regional Director for Science Applications. Unsuccessful applicants will be notified and provided with reviewer comments on their proposal.

Submission. SOIs and Proposals must be submitted electronically as PDF documents by the deadlines shown below. Submit directly to the PICCC Science Coordinator at Jeff.Burgett@piccc.net. Absent compelling circumstances which justify the acceptance of a late submission and that do not affect the integrity of the competition, late submissions will not be reviewed or considered. If you do not have the capability to submit electronically, please contact Jeff Burgett (Ph: 808-687-6149, FAX: 808-664-8937).

Schedule for Submission, Review, Awards:

Conference Call(s) for Applicant Questions .....June 13-14
Deadline for submission of Statements of Interest* ..... July 3, 2013
Technical Review ..... July 8-19
Applicants Notified and Full Proposals Requested ..... August 1
Deadline for Invited Full Proposals* .....September 2
Technical and Other Reviews ..... September 4-20
Applicants Notified of Intent to Award .....NLT September 30, 2013

*Submission deadlines for Statements of Interest and Proposals are 5 p.m., Hawaii Standard Time (GMT-10).

PICCC will host 2 one-hour public conference calls during which applicants can ask any questions about the Funding Guidance.

Date & Times:
For Central Pacific (Hawai'i, American Samoa) and Mainland U.S. Participants:
Thursday, June 13, 10 am Hawai'i, 1 pm PDT

For Central Pacific and Western Pacific Participants:
Thursday, June 13, 3 pm Hawai'i, 4 pm American Samoa
Friday, June 14, 11 am Guam

US/Canada Dial-In Number: 866-721-8579
Conference Code: 7172615#

Funding Restrictions: See Eligibility - Ineligible Activities.

V. Review Criteria.

Criteria for Evaluation of Statements of Interest (SOIs).
SOIs will be evaluated according to the following criteria, with the relative weights shown in parentheses. Proposals may earn a maximum of 100 points.

- **(25%) Applicability to PICCC Priorities.** Project clearly demonstrates its applicability to one of the PICCC science priorities described above, and will help us understand the effects of global change on the structure and functioning of ecosystems and/or cultural resources of island communities.
- **(25%) Management Relevance.** Project clearly addresses a management question or need involving climate change adaptation, and will assist managers and resource users in developing or implementing sound decisions and actions that can increase the resilience of resources to climate change. The need for the information or products is supported and documented.
- **(25%) Appropriate Methodology.** Project has a sound overall concept and methodological approach. Adequately describes methods of data collection, how the data will be used to develop product(s), what products will be produced, and how the products will be used in management planning and/or decision-making. The project builds upon existing work or complements related climate research or management initiatives underway in the Pacific Islands.
- **(25%) Feasibility.** Project is feasible and has a high probability of success. The project team has the required expertise and a documented record of achievement in similar or relevant work, and the project plan is appropriate for the proposed budget and timeframe.

Criteria for Evaluation of Full Proposals.
Invited proposals will be evaluated according to the following criteria, with the relative weights shown in parentheses. Proposals may earn a maximum of 100 points.

- **(25%) Technical Merit and Quality of Proposed Research.** The project uses a credible approach that reflects the current state of the field of study, has project objectives, overall strategy, study design, methodology, and analyses that are well-reasoned and appropriate to accomplish the specific research objectives of the project.
- **(30%) Management Significance.** The project addresses immediate, real-world planning and decision-making needs as identified by resource management organizations or agencies in the Pacific Island Region. The proposal identifies relevancy of project results to land, fish, wildlife, habitat, or cultural resource management issues, and demonstrates how the research to be conducted and products generated will add value to resource questions and management decisions.
- **(25%) Coordination and Engagement.** The project is led by a collaborative team that includes both researchers and managers, and where appropriate, indigenous knowledge holders. The roles and contributions of the

project team members are well-described, and engagement of stakeholders, indigenous communities, decision makers, and other research entities is appropriate. The project is coordinated or leveraged with other resources (including those of the study team members). The project includes a communications strategy to effectively disseminate research findings and information to stakeholders and key identified audiences.

- **(15%) Study Team Qualifications.** The proposal documents the study team's applied and relevant past work, breadth of skill/knowledge to successfully perform the proposed work, and the integration, leadership, governance, and organizational approach of the study team.
- **(15%) Budget/Work Plan.** The project budget and work plan are reasonable and practical in relation to the proposed level of work, expected benefits, and complexity and scope of effort. The budget adequately accounts for communications and data management requirements. The project is cost-effective and makes good use of available resources and potential partnerships.

VI. Proposal and Award Administration

Notification: The PICCC will confirm receipt of SOIs and full proposals within one week from the application deadline. Shortly after the deadline, we will post project information (including Applicant, Title, and identification number) at http://www.piccc.net. Contact Jeff.Burgett@piccc.net if you do not receive a confirmation or if your project is not posted.

Award Notices: Applicants with projects selected for funding will be notified by email or telephone, and asked to complete the application process by submitting the following documents:

- SF-424 (Application for Federal Assistance – Mandatory)
- SF-424A (Budget information, non-construction programs)
- SF-424B (Assurances, non-construction programs)

Deliverables:

Public Summary

Upon project selection, Principal Investigators for all invited proposals are required to prepare and submit to the PICCC a General Public Summary that is written for a general audience, does not exceed 200 words, and is suitable for sharing on public websites and other outreach methods. Key points to include:

- Why is the project important?
- Why should the public care?
- How will the results of the project improve aspects of climate change management, wellbeing, economic or other issues that resonate with stakeholders?

Execution of funding documents is contingent upon completing this step.

Data Management Plan
The Principal Investigator for funded proposals must provide a Data Management Plan (DMP) to the PICCC within three months (90 days) of project approval. A template for the DMP is provided on the PICCC website. Project funding will not be released until the DMP has been received, reviewed, and approved. If the project is a science support activity (e.g., workshop or literature review), a data management plan is not required. The DMP will be reviewed periodically by the PICCC, in collaboration with the Principal Investigator, until project completion. The PICCC Data Manager will work with research teams to answer any questions and assist in the development and review of the Data Management Plan for funded projects.

Communications Plan
The Principal Investigator for funded proposals must submit a Communications Plan to PICCC for approval within 6 months of project initiation. The purpose of the plan is to ensure that your project's results are clearly communicated and that products meet the needs of end-users. The PICCC expects that Principal Investigators or other team members will:

- Be available for comment to media
- Present results at a PICCC webinar
- Discuss results during a PICCC lunch discussion
- Present results at relevant conferences
- Publish a peer-reviewed paper (if relevant)
- Present results to managers or communities (as relevant)
- Notify the PICCC Science Coordinator when publications are submitted, in review, in press, etc.

The PICCC Communications Manager will work with research teams to answer any questions and assist in the development of the Communications Plan for funded projects.

Progress Reports
All projects are required to produce interim progress and financial reports every six months following project initiation, and a final report submitted within 90 days of project completion. Interim reporting will be done using the Research Performance Progress Report (RPPR) format which can be found at: http://www.nsf.gov/bfa/dias/policy/rppr/format_ombostp.pdf. Financial reporting will be done using the SF-425 Federal Financial Report form.

Final Report
The final project report, due 90 days after the end of the funding agreement, must conform to the format in Appendix C.

VII. Contact

Jeff Burgett, PICCC Science Coordinator
Jeff.Burgett@piccc.net, (808) 687-6149

VIII. Appendices

Appendix A

Format for Statements of Interest (SOI)
Two pages total (with a standard font at 10 point or larger with one-inch margins). Statements of Interest must be submitted in Portable Document Format (PDF).
SECTION 1. PROJECT ADMINISTRATIVE INFORMATION (roughly ½ page)

- Project title
- Short description (generally one sentence)
- Name of lead agency/institution/organization requesting funding
- Project lead contact or Principal Investigator
- Mailing address
- City, State, ZIP/Postal Code
- Country
- Telephone, fax, and e-mail

SECTION 2. PARTNERSHIPS & COMMUNICATION (roughly ½ page)

- Description of the collaborative partnerships involved in this project.
- List of additional investigators & affiliations involved in project.
- Description of how the results of the work will be communicated to relevant audiences.

SECTION 3. PROJECT SUMMARY (roughly 1 page)
Please provide a brief narrative summary of the project based on the Funding Opportunity Description and the SOI Evaluation Criteria.

SECTION 4: ESTIMATED BUDGET
Please provide an estimated budget, including relevant indirect costs.

APPENDIX B

FORMAT for *INVITED* PROPOSALS

Proposal Structure: Include in the full proposal as a **single PDF document**:

A. Cover page information and summary (max. 1 page)
B. Proposal body (max. 7 pages)
C. Budget (use Excel template provided)
D. Budget justification (max. 1 page)
E. Curriculum vitae/Resume (max. 2 pages per investigator)
F. Literature cited (no page limit)
G. Letters of support (optional, as needed)

A. Proposal Cover Page and Summary Format (max. 1 page)

Project title: Brief but descriptive title of proposed project

Principal investigator (PI): List the name of the Principal Investigator. All communications and notifications will be directed to this individual and to the Fiscal Contact (see below). Other participants should be listed below.

Phone number of PI: Email of PI: Name of project fiscal contact: List the name of the fiscal contact. All communications and notifications will be directed to this individual and to the PI.

Phone number of fiscal contact: Email of fiscal contact: Names/Affiliations of other cooperators and partners (no contact information required):

Proposed start date and estimated duration of project (e.g., Start Date: 1 October 2013, 12 months):

Total project funding requested from the PICCC:

Funding from other sources to be applied to this project: List additional funding sources.

Keywords: (list three *general* keywords that best characterize the proposed project; it is unnecessary to include climate or climate change as a keyword)

Summary: The summary should provide a synopsis of the overall proposal. Key sections from the full proposal that *must* be summarized are: (1) Objectives/Justification, (2) Background, (3) Procedures/Methods, (4) Expected Products and Information/Technology Transfer, and (5) Personnel/Cooperators/Partners. **NOTE: this summary does not replace the required "general public" summary, as noted above.**

B. PROPOSAL BODY (max. 7 pages)

Note: The proposal body must be limited to seven pages, single-spaced with one-inch margins and 12-point font, and formatted for standard 8.5x11-inch paper.

OBJECTIVES/JUSTIFICATION: Explain the objective of the proposed project. Describe the significance and priority of the issue to be addressed and explain how the project relates to that issue. Identify instances in which the issue or question has been cited as a regional conservation or management priority.

BACKGROUND: Describe the scientific or technical issues that underlie the proposed activity, including available relevant findings, related ongoing activities, problems to be addressed, and the value of anticipated results. The results of any related projects supported by members of the PICCC should be described, including their relation to the currently proposed work.

PROCEDURES/METHODS: Describe the procedures and methods to be followed in sufficient detail to permit evaluation by peer reviewers of likely success. If applicable, the following topics should be addressed: hypotheses to be tested; modeling approach to be used; model validation procedures; acceptance and rejection criteria; statistical analysis approaches; other methods used in research efforts, sampling, or surveying. If standard methods are used, a reference for the methods is sufficient.

GEOGRAPHIC SCOPE: Describe the area within the Pacific Islands region that will be the subject of your study.

EXPECTED RESULTS AND PRODUCTS: Describe expected products to be generated from the project (e.g., models, data sets, associated products and metadata, written reports, scientific publications, maps, software, etc.). PIs may consult the PICCC Data Manager with regard to resources/time needed to comply with PICCC Data Management Policy requirements. Specifically identify products to be developed within a period of one to two years and key milestones for producing those products.

TECHNOLOGY/INFORMATION TRANSFER: Identify intended users of project results or products and describe how results or products will be made available for application by clients and customers (e.g., resource-and land-management agencies or entities, other federal agencies, state and local governments, universities, non-government organizations, and communities). Describe your communications strategy and how you will develop and deliver project results to key, identified audiences (PIs are encouraged to work with the PICCC Communications Manager in scoping their communications needs to ensure their budget reflects the resources/time required).

DOCUMENTATION OF MANAGEMENT APPLICATION / RELEVANCE: Describe what will be done at the start of the project to ensure project deliverables will respond to management information needs, including how any PICCC member organizations will be involved in planning and implementing the project. Describe how the project approach will ensure that expected products meet the needs of resource managers. Describe the interactions between investigators and the intended users of the scientific output of the project.

COOPERATORS/PARTNERS: Indicate all cooperators or partners making significant contributions to the success of the proposed project. Describe the inclusion of natural and cultural resource managers in the study team. Provide brief summaries of the

respective roles and types of contributions (e.g., financial, in-kind, technical) to the achievement of the project objectives. Include names, addresses, affiliations, phone, and email addresses if possible. Indicate arrangements and mechanisms for establishment and execution of partnerships. Summarize how this project will rely upon, build upon, or otherwise leverage either (1) existing PICCC funding or projects or (2) the funding and resources of partners and collaborators.

FACILITIES/EQUIPMENT/STUDY AREA(S): Describe facilities, major equipment, computing infrastructure and field-study areas utilized in the project.

WORK AND REPORTING SCHEDULE: Provide a timetable for achievement of milestones, other accomplishments, and completion of the project.

QUALIFICATIONS OF PROJECT PERSONNEL: Summarize briefly the qualifications of each principal investigator, co-investigator, and any other personnel with primary responsibilities and making significant contributions to the success of the proposed project. Refer to CVs as appropriate.

LEGAL AND POLICY-SENSITIVE ASPECTS: Address any issues related to legal or policy mandates. Include any necessity for state or federal permits (e.g., the need for permits to collect or hold wild animals, to access federal or private lands, or any restrictions on the dissemination of data or products). If field work will be completed on federal lands, identify indicate whether arrangements have already been made for access to the land.

TABLES AND FIGURES: Tables and figures may be included, as necessary, but they must be within the seven-page limit.

C. BUDGET: Fill out the Excel template available on the PICCC website and convert it to a PDF for inclusion in the compiled single PDF submission. Below is a listing of the categories of budget information that will be required:

A. Personnel Salary
B. Fringe Benefits
C. Travel
D. Equipment ($5000 and above)
E. Materials and Supplies
F. Contractual Services (e.g., outside lab analyses)
G. Other Direct Costs (e.g., conference fees, publication fees)
I. Indirect Costs (Overhead/Burden, rate and amount)

E. BUDGET JUSTIFICATION (1 page)

A budget justification must be included to explain project costs in the categories outlined below. Detail should be sufficient to allow evaluation by reviewers of the costs proposed. Ensure that budget calculations adequately reflect time and resources needed for data management and communications. Explain requests in each category:

Salaries, wages, and fringe benefits: Include estimated commitment to the project (by

hours, months, percent of time or other clear metric) and rate of compensation proposed for each named individual (e.g., the PI) or category (e.g., graduate student).

Fringe benefits: Give and explain the proposed rates/amounts in conformance with policies of the investigator(s) institution(s).

Travel: Specify travel requirements for field work, project meetings, and/or conference attendance for presenting project results. Itemize estimated travel costs to show the number of trips required, destinations, the number of people traveling and per diem rates, cost of transportation, and miscellaneous expenses for each trip.

Equipment: Itemize any proposed permanent equipment acquisitions ($5,000 or more) and show the estimated cost of each item.

Materials and Supplies: Specify categories of expendables and estimated costs.

Contractual Services: Itemize and provide a breakdown of costs, e.g., if the proposed work includes hosting a conference or workshop, explain all contract costs here. If investigators are supported via a subaward to another institution, include the total cost here, and fill out a second template for the subaward.

Other direct costs: Explain direct costs listed in Section G of the budget form such as publication costs, graduate student tuition or fixed costs.

Indirect costs: Provide indirect cost rate and amount approved for each institution.

Partner contribution: provide summary of any financial contributions from partners or match from your institution. Any contributions from partners should be documented in a letter of support.

F. CURRICULUM VITAE (max. 2 pages per investigator)

G. LITERATURE CITED (optional)

Include full citations at the end of the proposal body. The seven-page maximum does not apply to citations.

H. LETTERS OF SUPPORT (optional, as needed, max. 1 page each)

APPENDIX C

FINAL REPORT INSTRUCTIONS FOR PICCC-FUNDED PROJECTS

This document contains information and instructions necessary to complete the **final report** for projects funded by the PICCC. The final report of your PICCC-funded research project provides a record of your study and its results. Your report will serve as a resource for others: copies of project reports are available to the public upon request. The final report serves several important functions to the PICCC and is used as:

- An essential component of PICCC due diligence activities;
- A metric for gauging the impact of PICCC funding programs;
- An opportunity for Principal Investigators to suggest areas for improvement;
- Presentations and website communication services to advance the PICCC's mission and activities.

Please note that final reports are due within ninety (90) days after the close of the performance period covered by the Agreement. Failure to provide the required information may delay final payments of your Agreement and may jeopardize your ability to participate in future PICCC funding opportunities. Please submit completed reports electronically to the Science Coordinator of the PICCC. The final report shall include the following sections:

1. ADMINISTRATIVE: Please include name and contact information of the Recipient, Agency or Institution, project title, agreement number, date of report, period of time covered by the report, and actual total cost.

2. PUBLIC SUMMARY: The public summary should be concise and informative, and should be self-contained and intelligible to a layperson. In less than 300 words please describe your major scientific achievements to a non-scientific community (i.e., in non-scientific language) including major benefits of your research to society at large. Highlight the findings and significance of your research to expanding general knowledge in your scientific discipline, and the application of the results of your research to address significant societal problems. The PICCC may use the public summary in publicly-distributed documents and other materials.

3. TECHNICAL SUMMARY: The technical summary should outline the goals of the original research project and provide a technical description of how these goals were or were not met, highlighting specific achievements. Please state major research accomplishments made possible by receiving PICCC funding. Please indicate how your research results contributed to the advancement of scientific knowledge regionally and/or nationally.

4. PURPOSE AND OBJECTIVES: This section should include information about the issue(s) the project addressed, and the community it serves. What were the original objectives identified during project initiation? Were they met? Have changes eliminated, added to, or modified the original objectives? Please describe any differences from the original proposal and why these changes were made. This is valuable information for others who are studying the same topic and essential for our evaluation of the project.

5. ORGANIZATION AND APPROACH: This section of the report explains in task-oriented

terms how the research activities of the project were conducted. Briefly list which research methods were used to achieve results and why they were chosen by the team.

6. PROJECT RESULTS: Present your project results. Quantitative results (numerical and/or statistical data) and qualitative results (descriptions of how well or poorly something worked) are both important. Tables, graphs and other figures representing your data are excellent ways to summarize data and present them in an accessible way.

7. ANALYSIS AND FINDINGS: In this section, describe research findings and list major discoveries, innovative approaches and solutions, and accomplishments made by the project team. Please describe the corresponding management applications relevant to these scientific findings.

8. CONCLUSIONS AND RECOMMENDATIONS: In this section, discuss the results of the project and what you found out. Did you encounter any problems during the project? What project tasks were not completed and why? What would you do differently if you did this project again? Also state and describe the recommended next steps. Based on what you've learned, what do you think should be studied next?

9. OUTREACH: List the type of outreach that you did, or expect to do, including any publications or other presentations of your project to the public. Include a list of articles that emerged from this research. The list should include articles in preparation, under review, accepted, or published in peer reviewed journals and other media. List any project-related conference presentations made by any team members.